

## *Dressing Up Your Documents*

Here at the Interagency Print Shop, we have lots of ideas on how to make your materials stand out and cost effective.

**Imprinted Covers** - Attract attention up front with imprinted manual and report covers.

**Custom Index Tabs** - These tabs create a fast and easy reference for the users.

**Copies** - Single or double-sided.

**Colored and Textured Paper** - The look and feel you want for your job.

**Folding** - Our automated folding equipment can be adjusted to make four precise folds. It makes the job faster and more economical than hand folding.

**Color Printing** - Don't go unnoticed, create impact with 2, 3, or 4 colors.

**Postcards & Mailers** - Make it easier to reach your audience with attractive mailing pieces and response cards. Presort Standard available for large mailing jobs.

**Announcements & Invitations** - Your special events deserve to be noticed with creative invitations or posters.

## *Customer Service*

The Interagency Print Shop is here to serve you. If you have any questions, or need assistance, we have a full time representative available to serve you. If you have technical questions, we can put you in touch with the technician. Whatever your needs, just give us a call.



## *Forms & Manuals*

Although business forms may not be exciting, they are important. We can produce purchase requisitions, work orders, two- to six-part carbonless sets and other business forms.

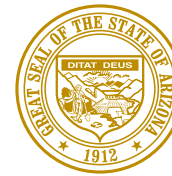
We will even store your original art in our files to speed up revisions and reordering.

When you come to the Interagency Print Shop with your instruction or training manuals, you can be sure of our assistance from start-to-finish. There will be someone here to watch that your job is done exactly the way you want it.

## Arizona Department of Administration **Interagency Printing Services**

1802 West Jackson  
Phoenix, Arizona 85007

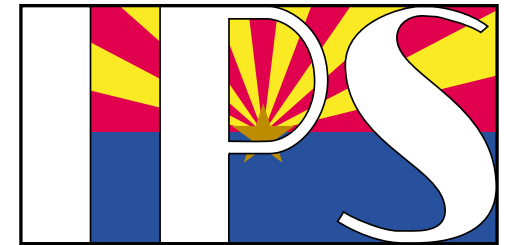
Telephone: (602) 542-3213  
Facsimile: (602) 542-3200



Meeting your needs for today.  
Design • Copy • Print

## **Interagency Printing Services**

Your local agency print shop.



## *Products & Services*

## *Design & Consulting Services*

Know what you want, but not sure how to do it?

Our team will supply you with the know how, the technology, and the assistance to make it happen. Using the latest desktop publishing software, we can blend your text, photos, and artwork into a custom design just for you.

Already have your layout designed?

Bring or e-mail us your files, fonts, and graphics and we'll go straight to print, or we can manipulate your text and graphics anyway you want.



## *Printing File Management*

If you reprint often, we keep your print projects in our files for easy ordering, quick updating, and faster turnaround.

## *Quick Copy...Fast & Easy*

Whether you need 5 copies or 5,000 copies, the Interagency Print Shop is here to help you meet your tightest deadline. We will turn your copy job around fast.



## *Business Cards, Letterhead and Envelopes*

Business cards and letterhead tell who you are. With so many State agencies, you might say we have a corner on the market for letterhead, business cards and envelopes.

We have most agency seals on file or you can create a new look with options such as distinctive art, color, foil or paper to create the look and feel you want.

## *Newsletters and Brochures*

Make your newsletters more newsworthy by adding color, photos, charts and illustrations. If you need it, we can provide design and layout help.

Brochures tell your story. We can help you choose the format, size, paper and colors that will turn your ideas into great communications tools.

No matter how simple or complex your message may be, we'll follow your project through design, printing and delivery to ensure a professional product.

## *Colorful Options*

When it comes to color, no one offers you more. Whether you are using colored ink or paper, adding color to your projects can make a stronger first impression.

**One Color** - Inexpensive.

**Two Colors** - A cost-effective way to increase your design options.

**Full Color** - First-class impact with maximum reader appeal.

## *Binding & Finishing*

Why get stuck doing it yourself? The Interagency Print Shop offers a wide variety of services after your job is printed or copied.



**Collating** - We can cut, collate, score, perforate, fold, bind and shrink-wrap to your specifications.

**Staple Binding** - Affordable and effective.

**Tape Binding** - A strong, durable strip of tape along the spine binds up to 100 sheets.

**Spiral Binding** - When you need presentation and reference books to open flat, a spiral binding is the best solution.

**Velo Binding** - Bind up to 300 pages in perfect alignment. This binding is great for presentations that will not change.

**Perfect Binding** - Lock your pages in a book. Perfect for manuals or other informative documents.